

# CRAVEN COLLEGE LOCAL OFFER



## ABOUT THIS GUIDE

As part of the Children’s and Families Act, a SEND Local Offer is a requirement for schools, Colleges and local authorities to publish the provision available to children and young people with special educational needs (SEN) or disabilities.

At Craven College we are committed to meeting the needs of all our students. Our offer describes how we support the special educational needs and disabilities of young people.

Our SEND Lead is Amanda Park and the details of Local Authority are as follows:

<b>College Name and Address</b>	Craven College Aireville Campus Gargrave Road Skipton BD23 1US		<b>Telephone Number</b>	01756 791 411
			<b>Website Address</b>	www.craven-college.ac.uk
<b>Information about the provider</b>	Craven College is a general Further Education College based in Skipton in North Yorkshire, but with centres at Leeds Bradford Airport, Evolve in Ripon and Scarborough.			
<b>Does the College provide specialist support?</b>	<b>No</b>	<b>Yes</b>	Craven College has a dedicated SEND team of over 40+ staff who form part of the Student Services Team. For each SEND applicant, their individual support requirements will be assessed during the transition phase and an appropriate “One Page Profile” devised, to enable the student to access all aspects of College life and achieve on their chosen programme of study.	
		Yes		
<b>Person(s) responsible for maintaining the Local Offer</b>	Catherine Jackson Student Services Manager cjackson@craven-college.ac.uk 01756 707 254		Amanda Park SEND Team Leader apark@craven-college.ac.uk 01756 707 273	Bev Skaife Evolve Manager bskaife@craven-college.ac.uk 01765 608 999

We hope that this guide manages to identify all the issues you would like to know about when deciding if our College meets your son or daughter’s needs. If there is anything we have missed, we would very much like to hear from you so we can continue to enhance our Local Offer.

**Craven College is proud of its record of supporting students with learning difficulties and/or disabilities. Our provision for students with high needs is judged as “Good” (Ofsted January 2018) with “students develop good independence and communication skills that will support them well in their future lives”.**

## **WHAT IS THE ETHOS OF THE COLLEGE REGARDING YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)?**

Craven College is committed to providing excellent support for students with SEND. The support provision is designed to enable every student to develop their independence with discrete support within a classroom setting and around the College campus (depending on individual assessed need), but at all times working to raise aspirations for students and prepare them for adulthood through education.

## **HOW DOES THE COLLEGE IDENTIFY AND ASSESS STUDENTS WITH SEND?**

- Where students have a learning difficulty/disability or medical condition that affects their studies, they are encouraged to disclose this via: application form, attendance at Open Events/ Taster Days or at Enrolment. Please note: all courses have predetermined entry criteria specific for that programme
- The SEND Team will meet and assess students who have declared a learning difficulty/disability or medical condition normally prior to Enrolment or once disclosed if post Enrolment and complete a One Page Profile to identify individual support needs. They will carry out risk assessments, personal emergency evacuation plans and care plans and refer students onto our various support services that our College provides as necessary
- Each student's needs will be assessed on an individual basis and the College will aim to support identified needs in accordance with the reasonable adjustment guidance; this support may be different to the support offered at a previous setting, with the discussion of support being centred on the student's opinions and wishes. This enables staff to develop effective support plans prior to students beginning their studies and ensures that specific resources are prepared in advance and enables students to settle quickly in to their studies
- The One Page Profiles are used to inform person-centred action planning and target setting and students are supported to participate in discussions about their aspirations, their needs and the support they think will help them
- The College has excellent relationships with schools and liaises with key members of staff in mainstream and special schools e.g. SENCO, careers teachers, YPS advisers, social workers, YOT and other support agencies to support the transition to the College
- Where invited, the SEND team attend EHC Plan reviews and, with permission, utilise the transitional information (e.g. Education Health and Care Plan, Transition Reviews, school reports detailing current curriculum levels, care plans, medical information) provided by the school, student, their parents/carers and any other appropriate organisations to inform an individual transition programme

- During induction, there is an initial assessment for English and maths

- If a student has a learning difficulty/disability/medical condition which will cause them to be at a "substantial disadvantage" in exam or assessment situations, then assessments are carried out within College by our own specialist staff. An application is made to the awarding body and arrangements (e.g reader, scribe, prompt, extra time) are put in place for all assessments and exams (including mocks). The support is provided by trained and experienced members of the Student Support Services team. Additional support may be recommended via a specialist support workshop

- Following a potential student's consent for us to disclose SEND information, their tutors and support staff will be given access to their transitional information (e.g. Education Health and Care Plan, care plans) via ProMonitor which is an on-line integrated student monitoring and support system or via Evolve's monitoring and review system

- Please note that for HE students who have disclosed a learning difficulty/disability or a medical condition that affects their learning, an application to the Disabled Learners' Allowance needs to be made in order for support to be put in place. Please contact the SEND team for further information

## **HOW DOES THE COLLEGE ASSESS AND REVIEW PROGRESS FOR YOUNG PEOPLE WITH SEND?**

ProMonitor is an online student monitoring and information sharing system which is used across the College. As well as capturing and sharing information on qualifications on entry, target grades, initial assessments, aspirations and progression/destinations, it also houses the student's individual learning plan. Through the Markbook facility, assessment schedules and grades are captured and shared. Through ProPortal, secure access is given to students and parents/guardians, allowing them to keep 'real time' track of progress.

The SEND targets and reviews are shared on ProMonitor. Regular reviews help to inform whether the support arrangements are appropriate or if they need revising. Support may need to be increased, stay the same or be reduced to promote increased independence as well as the exploration of assistive technology support. Progression Support Assistant staff observations help to inform revised levels or types of support.

Evolve has an in-house student monitoring and information sharing system that compliments and replicates elements of the ProMonitor system whilst creating bespoke individual learning plans linked to each student's visual timetable. The SEND team co-ordinates the review process for Education, Health and Care Plans for students within College and hosts the meetings at the College.

The SEND team works with the Local Authority to ensure that the annual review of the Plan is undertaken in line with SEND Code of Practice and that parents/carers, appropriate professionals and, most importantly, the student is at the heart of the process. Annual reviews focus on next steps for students and the support they need to prepare for adulthood including securing paid employment, independent living and participating in society.

Parents/carers are encouraged to contact the SEND Team if they wish to share information with us or discuss the support arrangements. In addition, there will be a parent information evening in the autumn term and a parent progress report evening in the spring term.

### **HOW DOES COLLEGE ENSURE STAFF ARE TRAINED AND QUALIFIED TO DEAL WITH A STUDENT'S PARTICULAR NEED?**

- The SEND team is a highly qualified, trained and dedicated team of staff. All staff providing support have at least the essential qualifications and experience required to undertake their role and undergo a detailed induction period including observation of their practice and ongoing personal development
- The SEND team oversee the student's application and transition programme to the College and identify where there may be a situation where we need to train staff to accommodate specific requirements e.g. epilepsy awareness, anaphylactic shock/epi pen instruction. Training will be completed prior to entry. Where there is insufficient time, the enrolment may be deferred until this has been completed and the appropriately trained support is in place
- The College has a team of trained First Aiders
- All College staff (including volunteers) complete Safeguarding and Prevent training every year which is overseen by the Designated Senior Person for Safeguarding
- Specific Learning Difficulties (SpLD) coordinator and specialist are qualified at Post Graduate Level (L7 Exam Access Arrangements Assessors)
- Qualified Irlen Screener who can assess for Irlen Syndrome to identify causes of reading/processing/concentration problems
- The College successfully renewed its Investors in People award and Matrix Award in 2018

### **WHAT ARE THE DIFFERENT TYPES OF SUPPORT AVAILABLE FOR CHILDREN AND YOUNG PEOPLE WITH SEND IN COLLEGE?**

- The College adopts an inclusive approach to learning, offering high quality teaching which is differentiated to take account of individual requirements
- It is recognised that some students may need 1-1 PSA support in or out of class or a ratio of support depending on need. The focus is on removing barriers to learning and developing strategies with our students to foster their independence
- Handover arrangements - where this is identified within the EHC Plan support will be provided by the SEND team. Taxi drivers and parents are able to drop students off in the accessible parking bays or other designated area as communicated to them. The SEND team will be on hand to meet students and accompany to class. They will also accompany students back to the transport at the end of the College day
- Please note transport to and from the College is the responsibility of the student/parent/carer. If the student is not an independent traveller, then this would need to be arranged in consultation with the local authority. Please refer to their current policy and eligibility criteria for post 16 transport
- A range of assistive technology applications are available to assist students with their studies and to help promote independence such as Read, Write, Gold
- Students can attend one of the Specialist Study Support centres where effective provision of support needs enables strategies for learning to be in place within the academic year
- Visual stress materials such as overlays and coloured paper are available
- Exam Access Arrangements such as reader, scribe, extra time. Appropriate assessments will be carried out within College and an application made to the relevant awarding body
- Mentoring support helping with issues such as anxiety, lack of confidence and intervention as needed. This service can link students to external services
- Access to the College counselling team
- Transition support - Taster Days and orientation visits
- The College has access to a number of Bursary funds aimed at supporting students with specific financial difficulties which may prevent them from taking part in learning. Eligibility for funds is based on household income, and recent evidence of this must be submitted with the application

## SUPPORT FOR NEW STUDENTS COMING IN TO THE COLLEGE

In addition to the transition activities in schools the College and SEND team provides:

- Taster Days and Open/Advice Evenings
- Attending Year 10/Year 11 reviews within school
- Familiarisation visits
- Set SEND transition dates throughout the year
- Tours of the campus/curriculum area
- Individualised parent and student transition meetings
- Taster sessions within curriculum areas
- Introduction to SEN support staff
- Enrolment support
- SEND staff visits to existing provision

## PROGRESSION ROUTES WITHIN THE COLLEGE PROVISION FOR YOUNG PEOPLE WITH LDD AND PREPARING FOR LIFE AFTER COLLEGE

Tutors and Progress Coaches will support students with SEND to explore their progression routes. In many cases students who access the Pathways and Gateway discrete provision do progress onto mainstream programmes - see College prospectus/website for details of current study programmes.

Employability and progression features strongly, not just in curriculum, but also as part of tutorials. Topics such as how to gain an Apprenticeship, researching Higher Education, living away from home, securing full time employment, interview techniques and preparing a CV are all delivered as part of this entitlement.

Our Careers Team offer specialist and impartial support for all of our existing students. Situated in the Careers Zone, students have access to specialist staff, together with online and paper based resources. Accessed via drop in or appointments, support is specific to the needs of the students, and always geared towards progression and employability. SEND students can get one to one support from well qualified and experienced staff, benefiting from interview practice, CV and personal statement writing, job search skills and assessments.

SEND students and their parents or carers can meet with our qualified Careers Advisers to help them make decisions about their next course option or their transition in to the working world at any point in the academic year. Our Careers Advisers also often take part in EHCP review meetings.

## ACCESSIBILITY AND INCLUSION

- The majority of the College's buildings are fully accessible and we continue to work at improving our facilities to make them as user friendly as possible
- The main entrances to the central buildings have automatic doors
- A number of dedicated accessible parking bays are provided
- Each building has lift access
- All of our buildings at Skipton sites have fully accessible toilets, including a Changing Places facility with hoist and changing table available in the Pen-y-ghent building at Aireville Campus
- In summer of 2015 the Student Services area was totally refurbished and now provides an accessible suite of rooms which are used for appointments with students such as counselling, welfare, specialist support, learning resource centre, careers zone and café
- The College has a wide range of Assistive Technology equipment and is able to provide software solutions which will help students with their academic studies such as Read, Write, Gold
- The Learning Resource Centre (LRC) offers the facility to reserve PC's. The LRC caters for a range of needs by offering spaces for individual and group working, as well as silent study space

## WHO ARE THE BEST PEOPLE TO TALK TO AT CRAVEN COLLEGE ABOUT A STUDENT WITH SEND?

SEND Team Leader  
**01756 707 273**

SEND Administrator  
**01756 707 273**

Specific Learning Difficulties Co-ordinator  
**01756 707 274**

Admissions, Careers & Employability Team Leader  
**01756 707 278**

Evolve Manager  
**01765 608 999**



# ENRICHING LIVES THROUGH LEARNING

## **Craven College**

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Gargrave Road, Skipton

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